MSFC Enterprise Architecture Advisory Committee Charter

George C. Marshall Space Flight Center
Marshall Space Flight Center, Alabama 35812

1. PURPOSE

a. This charter institutes an MSFC Enterprise Architecture Advisory Committee (MEAAC) to direct, oversee, and approve the MSFC enterprise architecture design and operating configurations that affect MSFC IT investments in the Engineering Applications, Science Applications, Project Management Applications, Business Management Applications, IT Infrastructure Applications, and IT Infrastructure Services portfolios.

b. The MEAAC reviews, approves, and controls changes to the baseline configuration of the MSFC enterprise architecture.

c. The MEAAC is established to aid the MSFC Information Technology Strategy and Investment Board (IT SIB) in accomplishing the following goals:

(1) Ensuring integration, value, and security of the information architecture and the tools that are used in the creation, discovery, analysis, and dissemination of data,

(2) Making fiscally responsible investment decisions by eliminating and/or preventing functional redundancies in information systems, and

(3) Ensuring that MSFC fulfills its responsibilities for mission success with the same disciplined and rigorous approach to information systems design and management as it applies to flight systems design and management.

2. AUTHORITY

a. NPR 1000.2 "NASA Strategic Management Handbook"

b. NPD 1000.3 "The NASA Organization w/Change"

c. NPD 2830.1 "NASA Enterprise Architecture"

d. NPR 2830.1 "NASA Enterprise Architecture Procedures"

e. MPD 2800.1 "Management of Information Technology Systems and Services at MSFC"

f. IMSB-Plan-2800.1 "MSFC Center IT Governance and Organizational Alignment Plan"

3. RESPONSIBILITIES:

a. The MEAAC shall be responsible to the MSFC ITSIB for the execution of enterprise architecture activities including the following:

(1) Establishing the guiding principles for the MSFC Enterprise Architecture.

(2) Ensuring architectural direction is aligned with the Agency mission, strategy, and enterprise architecture.

(3) Defining the MSFC enterprise architecture roadmap including version updates and planned sun-setting.

(4) Baselining and controlling information systems configuration documents and changes to the MSFC applications and IT infrastructure portfolios.

(5) Coordinating and controlling detailed information system functional and operating requirements, including resolving conflicting requirements.

(6) Analyzing and prioritizing IT investments within the MSFC applications and IT infrastructure portfolios and recommending the IT portfolio of investments to the MSFC IT SIB. (The appropriate portfolio manager(s) will be invited to attend the MEAAC when an investment in their portfolio is being considered.)

(7) Monitoring the performance of and ensuring compliance with performance standards defined by the agency for each portfolio.

(8) Recommend MSFC enterprise architecture changes and additions to the MSFC IT SIB for decision.

4. METHOD OF OPERATION:

a. The Chairperson shall convene the MEAAC to discharge the responsibilities and perform the functions of the committee.

b. A quorum is established when representatives for at least two-thirds of the voting members participate in a meeting.

c. If a designated representative is unable to participate, then a MEAAC Chair-approved alternate is acceptable. However, alternates are expected to speak authoritatively for their respective organizations. If there is no quorum, alternative means may be used to register votes (e.g., e-mail, phone calls, text messaging, etc.)

d. The results of the Committee's assessments and decisions shall be documented in the form of findings, recommendations, required actions and meeting minutes.

e. Attendance and participation by other Center personnel shall be approved by a two-thirds majority of the voting members.

f. The Chair renders decisions on behalf of the MEAAC after discovery, discussion, and debate with voting and non-voting members.

g. The MEAAC shall establish and appoint membership to various internal working groups for the following purposes:

(1) Implement a Capital Planning and Investment Control (CPIC) process for information technology investments that is integrated with the MSFC center CPIC process.

(2) Documenting the current-state of the MSFC Enterprise Architecture

(3) Defining the future-state MSFC Mission & Architecture

(4) Developing the transition plan for achieving the future-state MSFC Enterprise Architecture Implementing initiatives as defined in the transition plan or other initiatives that arise out of the normal course of business

h. The MEAAC Secretariat shall be responsible for overall coordination of the MEAAC activities, including presentation outlines, meeting agendas, assignments for preparation of briefing materials, and records management.

5. FREQUENCY OF MEETINGS:

The MEAAC Committee will meet on a monthly basis, or more frequently as required.

6. MEMBERSHIP:
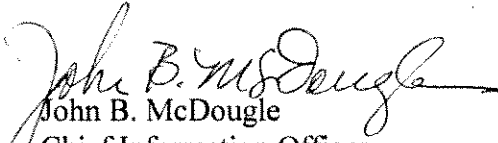
Chair: MSFC Chief Enterprise Architect

Members: MSFC Solutions Architect(s) - Engineering Applications
                  MSFC Solutions Architect(s) - Science & Mission Systems Applications
                  MSFC Solutions Architect(s) - Project Management Applications
                  MSFC Solutions Architect(s) - Business Management Applications
                  MSFC Solutions Architect(s) - Infrastructure Services (Data Center Services)
                  MSFC Solutions Architect(s) - Infrastructure Services (Communication Services)
                  MSFC Solutions Architect(s) - Infrastructure Services (End User Services)
                  MSFC Solutions Architect(s) - Infrastructure Applications
                  Secretariat (non-voting member)

Ad hoc members: Portfolio Managers
                 Manager, IS20
                 Contractor support to IS20
                 Others at the discretion of the Chair

7. DURATION OF APPOINTMENT

This charter shall be in effect for a period of three years and will be reviewed/renewed as appropriate.

John B. McDougle
Chief Information Officer